

# STRUCTURAL PEST CONTROL BOARD SPECIALIST

## OPEN EXAMINATION - STATEWIDE

[www.dca.ca.gov](http://www.dca.ca.gov)



The State of California and DCA is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

### WHO MAY APPLY

Applicants who meet the minimum qualifications by the final filing date stated in this announcement may take this examination.

### HOW TO APPLY

Please submit Supplemental Application, State Application (STD 678) and a copy of required Structural Pest Control Board License to the address indicated below. Do not submit applications to the California Department of Human Resources (CalHR).

The Supplemental Application and State Application can be printed from this website:

<http://www.dca.ca.gov/jobs/exams1.shtml>

The Supplemental Application and the State Application is available by clicking on the following link:

- [The Supplemental Application](#)
- [The State Examination Application \(Std. 678\)](#)

Submit Supplemental Application, State Application (STD 678), and copy of required Structural Pest Control Board License to:

#### Mail or Hand Deliver to:

Department of Consumer Affairs  
 Attn: Selection Services (E. Witherspoon)  
 1625 N. Market Blvd., Suite N321  
 Sacramento, CA 95834

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application. The Selection Services Unit will contact you to make special testing arrangements. Telecommunications Device for the Deaf (TDD) number is 916.322.1700 or 1.800.735.2929.

### FINAL FILE DATE

**June 9, 2016.** Supplemental Application, State Application, and a copy of required Structural Pest Control Board License must be postmarked no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted.

### SALARY RANGE

\$3693 - \$4576 per month

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination on the date they complete and submit their application to the address noted above.

**NOTE:** All applications must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications received without this information may be rejected. Resumes will not be accepted in lieu of a completed State Application, Form STD 678.

### MINIMUM QUALIFICATIONS

Possession of a valid Structural Pest Control Board License in any branch.  
**and**

Three years of experience in any one or a combination of the following.

1. Structural pest control work. or
2. Construction work requiring a knowledge of carpentry. or
3. Entomological inspection. (College education which has included at least six semester units in pest control operations, biology, chemistry or entomology may be substituted for up to two years of the required experience on a year-for-year basis.)

**See next page for additional information**

**STRUCTURAL PEST CONTROL BOARD  
SPECIALIST – DEPARTMENT OF CONSUMER AFFAIRS**

**ADDITIONAL  
DESIRABLE  
QUALIFICATIONS  
SPECIAL  
PERSONAL  
CHARACTERISTICS**

Possession of a Branch III license issued by the Structural Pest Control Board.

Physical ability and willingness to make inspections in confined building areas such as basements, attics and crawl spaces; and willingness to travel throughout the State.

**POSITION  
DESCRIPTION**

Under direction, to make inspections and perform regulatory activities concerned with the administrative and enforcement of the Structural Pest Control Act, and to do other related work. Physically inspects structural pest control companies and licensees' activities to determine that they are in compliance with the Structural Pest Control Act; conducts field inquiries and inspections into complaints against structural pest control licensees; uncovers practices that may be fraudulent; cooperates with investigation and law enforcement personnel in developing cases in instances of suspected fraudulent activities; recommends appropriate disciplinary action when compliance cannot be achieved; performs pesticide enforcement inspections; audits records of pest control businesses on a periodic basis; performs applicator examination audits; and testifies as an expert witness at administrative hearings. The positions are located Statewide.

**EXAMINATION  
INFORMATION**

**SUPPLEMENTAL APPLICATION EXAMINATION – WEIGHTED 100%**

This examination will consist solely of a Supplemental Application evaluation. To obtain a position on the eligible list, a score of 70% must be received.

**EXAMINATION  
SCOPE**

**Knowledge of:**

1. Provisions of the Structural Pest Control Act, the Rules and Regulations of the Structural Pest Control Board and other laws regulating the pest control and construction industries in California.
2. Terminology commonly used in the pest control and construction industries.
3. Equipment and methods used in pest control and construction work.
4. Workmanship standards for the pest control and construction trades.
5. Building construction and materials.

**Ability to:**

1. Interpret and apply the provisions of the Structural Pest Control Act, the Rules and Regulations of the Structural Pest Control Board and other laws regulating the pest control and construction industries in California.
2. Examine and verify company records.
3. Read and interpret structural pest control reports, construction plans and specifications.
4. Act as an expert witness.
5. Gather, compile, analyze and interpret data gathered in the field.
6. Prepare complete correspondence and reports in a clear, concise manner.
7. Establish and maintain the confidence and cooperation of others.
8. Act independently with flexibility and tact.

**ELIGIBLE LIST  
INFORMATION**

A Departmental open eligible list will be established for the Department of Consumer Affairs. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**CAREER CREDITS**

Career Credits will not be granted in this examination.

**VETERANS  
PREFERENCE**

Veteran's preference will be added to the final score of those competitors who are successful in this examination and who qualify for and have requested this credit THROUGH the California Department of Human Resources (CalHR). Veterans who have achieved permanent civil service status are not eligible to receive veteran's preference.

**QUESTIONS**

If you have any questions concerning this announcement, please contact Evette Witherspoon at the Department of Consumer Affairs, Selection Services & Recruitment Unit, 1625 N. Market Street, Suite N 321, Sacramento, CA 95834, 916.574.8352.

**See next page for additional information**

**STRUCTURAL PEST CONTROL BOARD  
SPECIALIST – DEPARTMENT OF CONSUMER AFFAIRS**

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the Department of Consumer Affairs' Selection Services Unit at 916.574.8352 three weeks after the final file date if a progress notice is not received.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If you meet the requirements** to participate in this examination, your Application will be rated and given a score. All competitors who pass will be ranked according to their scores.

**Employment lists:** Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination is required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.

DEPARTMENT OF CONSUMER AFFAIRS  
STRUCTURAL PEST CONTROL BOARD SPECIALIST  
STRUCTURAL PEST CONTROL BOARD  
EXAM CODE: 6CA04

Name: _____	Work Telephone Number: _____
Address: _____	Home Telephone Number: _____
_____	License Number: _____

**Affirmation Security**

Completion of this form is a necessary part of the examination process and must be submitted along with the State application (Std.678), Supplemental Application Questionnaire, and a copy of required Structural Pest Control Board License to the following address:

**Department of Consumer Affairs  
Selection Services - Attn: E. Witherspoon  
1625 N. Market Blvd., Suite N-321  
Sacramento, CA 95834**

State application (Std.678), Affirmation Security form, Supplemental Application Questionnaire, and a copy of required Structural Pest Control Board License must be returned in order to be accepted into this exam.

**Candidates who do not return the completed Supplemental Application Questionnaire will be eliminated from the examination.**

The purpose of the Supplemental Application Questionnaire is to obtain enough job-related information to determine between the well qualified, qualified and not qualified competitors.

Be sure to answer all questions completely and accurately. Some questions ask you to provide specific information so we may evaluate your qualifications. Describe specific, relevant examples from your background. Omitted information cannot be considered or assumed.

\*\*\*\*\*

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

## **Supplemental Application Package**

### **General Instructions**

- Candidates must complete and return the State Application (Std. 678) and the entire Supplemental Application Questionnaire Package which includes the Affirmation Security form, General Instructions, and a copy of required Structural Pest Control Board License.
- Fill out the questionnaire neatly and legibly or typed format.
- Provide your responses on the questionnaire only. Use the space provided, no less than a 12 point font required.
- Do not attach a resume, additional pages, or other materials unless told to do so. Otherwise, attachments will not be evaluated.
- Do not alter the form in any way. Altered forms or response will not be evaluated.
- You cannot submit this document electronically.
- Facsimiles (Fax) will not be accepted under any circumstances.
- Your completed State Application, Supplemental Application Questionnaire Package, and a copy of required Structural Pest Control Board License must be mailed to the following address:

**Department of Consumer Affairs  
Selection Services - Attn: E. Witherspoon  
1625 N. Market Blvd., Suite N-321  
Sacramento, CA 95834**

**1. WORK EXPERIENCE:**

(Thoroughly describe your work experience, if any, in each of the following areas):

- ☐ Structural pest control work
- ☐ Construction work requiring a knowledge of carpentry
- ☐ Entomological inspection (Pest and organism identification and biology)

Use space provided:

**2. LICENSES: Check the box(s) below for licenses you currently possess:**

- ☐ Applicator Branch II
- ☐ Applicator Branch III
- ☐ Field Representative I
- ☐ Field Representative II
- ☐ Field Representative III
- ☐ Operator I
- ☐ Operator II
- ☐ Operator III
- ☐ Contractor's License B, C-5, C-6, C-51 or C-61 / D-41
- ☐ Other (please specify): \_\_\_\_\_

**3. TECHNICAL SKILLS:**

(Thoroughly describe any training or experience you have in the following areas.)

- ☐ Computer Technology
- ☐ Equipment used for inspections and construction work
- ☐ Inspection skills
- ☐ Inter-professional relations (i.e., contractors, clients)

Use space provided:



**4. Knowledge of Structural Pest Control Board Act, Rules and Regulations of the Structural Pest Control Board (SPCB).**

(Thoroughly describe your work experience, interpreting the Rules and Regulations of the Structural Pest Control Board).

- ☐ Describe the instances you have interpreting the Rules and Regulations of the SPCB.
- ☐ Describe the instances you have with reading and interpreting structural pest control reports.
- ☐ Describe the instances you have read and interpreted construction plans and specifications.

Use space provided:

**5. COMMUNICATION SKILLS:**

(Thoroughly describe your work experience, if any, in the following areas):

- ☐ Customer service
- ☐ Communication with the industry
- ☐ Communication with the public
- ☐ Communication activities outside your employment
- ☐ Communication with regulatory bodies
- ☐ Complaint resolution

Use space provided:

**6. WRITING SKILLS:**

(Thoroughly describe your work experience, if any, in preparing each of the following types of written documents.)

- ☐ Inspection reports
- ☐ Other report writing
- ☐ General correspondence

Use space provided: